



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA/01/04/20 to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

### **INTERNAL & EXTERNAL ADVERT**

We have an excellent opportunity for the following professional to join Learning Programmes & QA Division.

**Administrator: Admin & Certification (B5) X3**

**Reference Number: AAC/HO/12/07/24**

**SALARY: R24 264,25 per month**

**FIXED-TERM CONTRACT: 12 MONTHS**

**Head Office**

**Purpose:** The position is responsible for providing effective, efficient, and sound administration services within the Learning Programmes and Quality Assurance Department as well as to providing support to the Specialists and Managers in the Department.

### **Key Accountabilities and Responsibilities**

The ideal candidate should be able to fulfill and perform the following key accountabilities and responsibilities:

- Sound effective and efficient administration of all records and information to enable easy accessibility, accuracy, and comprehensiveness of information.
- Accurate capturing of information on the system, ensuring the database is kept up to date. Ensuring attention to detail in all aspects of the tasks.
- Ensure well organized, up-to-date electronic filing system is implemented and maintained.
- Update files with current and relevant information and get approval for disposal of outdated documents.  
Handle, report and respond to stakeholder queries and complaints.
- Perform administrative tasks related to all functions in Learning Programmes and Quality Assurance Department and provide secretarial support in the Department.
- Efficiently and effectively prepare documentation and reports for committees, meetings, and other forums as applicable
- Efficiently and effectively coordinate meetings, ensuring sufficient preparations, attendance registers and minutes as applicable



- Provide administrative support for provider accreditation, Verification Reports, Processing of Learner SOR, and learner certification, including trade test certificate applications.
- Prepare various daily, weekly, monthly, and quarterly and ad-hoc reports for various submissions.
- Timely prepare and print certificates for distribution ensuring adherence to protocols
- Verify supporting documentation for authenticity.
- Capture and conduct quality assurance of information on the Management Information System (NSDMS) to approve or reject applications
- Capture and conduct quality assurance of information on the Management Information System (LMS) to Recommend or reject applications
- Collate information for audit queries
- Assist with preparing documentation for Auditors and provide audit information (internal and external) as requested
- Prepare samples for audit purposes for previous fiscal years by locating documents on the system or retrieving CDs from the storeroom

#### **Qualifications, Experience, Knowledge and Skills**

- NQF Level 6 qualification in Business Administration/ Office Administration/ Commerce/ Project Management/ Training or Related field
- 1 year experience in administration within a similar environment
- Technical and Competence skills
- Customer Service Orientation Skills
- Communication Skills
- Collaboration and teamwork Skills
- Attention to Detail Skills

#### **Offer**

*The merSETA offers a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration.*

**CLOSING DATE: 12 July 2024**

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email:

**recruitment@merseta.org.za**

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the Closing date, please know that your application was not successful.

The merSETA reserves the right not to make an appointment.